

**Opening Date:** July 11, 2016  
**Closing Date:** open until filled  
**Work Location:** Austin, Texas  
**Posting Number:** 16-61  
**Monthly Salary:** \$5,833-\$6,000/month  
**Group/Class:** B23/1575  
**Travel %:** 50%  
**Division/Department:** WSI-Regional Water Planning and Development  
**Number of Positions:** 1

## **JOB VACANCY NOTICE**

### **Program Specialist VI-Outreach (Team Lead)**

**Internal Only**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, via email  
HR@twdb.texas.gov or via Work in Texas ([www.workintexas.com](http://www.workintexas.com)).  
Refer to Human Resources (512) 475-2142. Equal Opportunity  
Employer*

### **Veteran's Preference**

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 35F - Intelligence Analyst, OS – Operations Specialist, 0231 - Intelligence Specialist, 8640 - Requirements Manager, 86M0 – Operations Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **Job Description Summary**

Performs highly advanced (senior-level) outreach work. Responsible for the coordination and facilitation of marketing TWDB programs to local communities, cities, counties, districts, authorities, and water supply corporations. Serves as a liaison between the entities and the TWDB. As Team Lead, responsible for the training and coordination of outreach staff duties. Serves as point of contact/intake for WSI outreach opportunities. Coordinates and facilitates the TWDB annual financial assistance workshops, assisting with site identification and logistics. Reports to the Director of Regional Water Planning and Development and works under minimal supervision, with considerable latitude for the use of initiative and independent judgement.

### **Essential Job Functions**

- Coordinates and implements initiatives promoting the TWDB and its financial assistance programs, and assists in the development of such.
- Represents the agency at various local events including program information meetings.
- Develops relationships with community leaders and serves as the TWDB liaison in the field.
- Facilitates the dissemination of information to Regional Project Teams and provides leads for potential projects.
- Trains, leads, assigns and/or prioritizes the work of others.
- Collaborates with members of TWDB's interdisciplinary teams, engineering consultants, and representatives of federal, state and local governments during the course of each project.
- Guides and assists entities in applying for financial assistance or meeting obligations related to receiving financial assistance.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 09/03/15



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

## Job Vacancy Notice (cont.)

Posting number 16-61

- Oversees the organization and maintenance of documentation and the recording of information on contacts, relevant activities and actions.
- Assists in monitoring projects and communicating issues or status to applicable TWDB staff.
- Prepares written reports, memoranda, and letters related to work activities.
- Maintains and utilizes various databases.
- Performs other related tasks as assigned.

### **Minimum Qualifications**

- Graduation from an accredited four-year college or university with major coursework in business administration, construction management, marketing, communications or related field.
- Nine to ten years of experience working in the field of infrastructure project financing and oversight.
- Experience and education may be substituted for one another.

### **Preferred Qualifications**

- Five to seven years direct experience working with TWDB financial assistance programs.

### **Knowledge, Skills, and Abilities**

- Knowledge of TWDB financial assistance programs.
- Knowledge of public finance, public administration and management techniques.
- Knowledge of water and wastewater infrastructure projects.
- Knowledge of local, state, and federal laws related to the program area.
- Knowledge of training and marketing techniques.
- Knowledge of program management processes and techniques.
- Skills in identifying measures or indicators of program performance.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to effectively communicate clearly and concisely, verbally and in writing.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to apply initiative and decision making in a professional capacity with minimal supervision.
- Ability to work with others in a team environment.
- Ability to develop, evaluate, and interpret policies and procedures.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to assign and/or supervise the work of others.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.